

Brunswick Planning Commission
Minutes
March 24, 2003

Commission Members Present: Chair Ed Gladstone, Vice Chair Don Krigbaum, Sec Connie Koenig, Council Liaison Walt Stull, Wayne Dougherty and Ellis Burruss, Alternate

Mayor & Council Present: Council Joe Harrington, Brent Bell and Jim Castle.

Staff Present: City P & Z Administrator Rick Stup and County Planning Liaison Carole Larsen

Chairman Gladstone called the meeting to order at 7:00 PM.

Minutes

The minutes of February 24, 2003 meeting were reviewed and approved. (MOTION by Mr. Burruss and seconded by Mr. Stull, unanimously passed.)

Chairman

No comments.

Old Business

Planning Commission Schedule

Mr. Stup informed the Commission that there was a conflict with the May 26 Meeting and Memorial Day. After a brief discussion it was the consensus of the Commission to reschedule the May Meeting to Monday, May 19. The submission date would remain unchanged from the approved schedule.

Forest Resource Ordinance

Staff Presentation and Recommendation

Mr. Stup presented the Staff Report for the Fee in Lieu Option of compliance with the FRO Ordinance. The item was for information, there wasn't a Staff Recommendation, and no action was required.

The Commission had several questions to include when FRO was required and how it was applied.

Public Comment

None

New Business

Zoning – Concept Plans

84 Lumber Company Retail Facility - Request for Planning Commission input on a Concept Plan for the construction of a lumber retail facility with a rail service option, located between the existing railroad tracks, south of West Potomac Street, West of MD Route 17. Zoning Classification: I-2, BR-SP-03-03-CP

Staff Presentation and Recommendation

Mr. Stup presented the staff report for a Concept Plan to utilize 12 acres +/- of CSX property for a retail lumber facility. Issues that need to be addressed are as follows:

- Setbacks to mitigate the visual effect on residential use properties that overlook the site and county setbacks.
- MARC approval to utilize the travel-way of the parking lot for access.
- Submission of paving tests for the travel-way of the parking lot.
- Explore a one-way truck pattern.
- Revise parking in accordance with the Zoning Ordinance and add walk.
- Add screening and landscaping around the north, east and west site lines and landscaping around the SWM Pond.
- Address exterior light concerns.
- Provide signage information.
- Submit point-by-point response to APFO Compliance.
- Provide Traffic Study requested by MSHA.

Mr. Stup answered questions with regard to MTA Review and Approval, alternative access options, and screening with regard to the plan.

Applicant

Christina Toras, 84 Lumber Company, accompanied by Bruce Dean, McEvoy & Dean, Joe Caloggero, and The Traffic Group, presented the case. The operation was proposed to be 95% delivery to contractors. They anticipated having a workforce of 20 - 40 full and part time staff. Contract Haulers would be retained for deliveries, which would be an

estimated 12 – 25 additional employees. Supplies for the site would be by railroad delivery. Operating hours are proposed to be Monday – Friday, 7:00 AM to 6:00 PM; Saturday, 8:00 AM to 2:00 PM; and Sunday optional but would like to be open if acceptable.

Public Comment

Kim Cable and Councilman Harrington spoke with regard to access alternatives. Karen Tome and Councilman Bell asked the tax benefit to the City verses maintenance liability.

Rebuttal

None

Decision

The Planning Commission offered the following comments to include Staff issues:

- Is fence of sufficient height.
- Coordinate with CSX on train stoppage at landing on Maple Street.
- Mitigation of equipment safety noise.
- Investigate conflicts with MARC commuter vehicle traffic.
- Setbacks to mitigate visual effect on residential use properties that overlook the site and county setbacks.
- MARC/MTA approval to utilize the travel-way of the parking lot for access.
- Submission of paving tests for the travel-way of the parking lot.
- Explore a one-way truck pattern.
- Revise parking in accordance with the Zoning Ordinance and add walk.
- Add screening and landscaping around the north, east and west lease lines and landscaping around the SWM pond.
- Address light concerns.
- Provide signage information.
- Submit point-by-point response to APFO compliance.
- Provide TIS requested by MSHA.
- Investigate additional railroad crossing.

VOTE: None Required

Community Design Guidelines

Review and recommendation to the Mayor and Council on the Staff Draft of Community Design Guidelines and Development Principles

Staff Presentation and recommendation

Mr. Stup presented the Staff Report and the proposed Guidelines and Principles. He stated that the current development regulations did not go far enough with regard to very large tracts of land and the development. The draft is a statement of how the City wants development to occur, what it should look like, and how it will be incorporated within the existing community. It also gives the Planning Commission the flexibility to utilize and require different design standards and better landscaping, screening, amenities, and recreational open space development.

Recommendation

Staff recommended approval of the Staff Draft and forwarding that recommendation to the Mayor and Council.

Mr. Stup addressed the Commission's concerns with regard to Citizen's Review Committee input, minor spelling and reference errors, and the difference between our Ordinances, Master Plan, Design Manual and the Guidelines and the need for them.

Public Comment

Karen Tome and Kim Cable spoke in favor of the Guidelines.

Decision

Ms. Koenig made a motion to approve the Design Guideline and Principles and forward a recommendation of approval to the Mayor and Council; Mr. Stull seconded the motion.

VOTE: Yea 5 Nay 0

(Copy of Guidelines and Principles attached.)

Budget Items

Mr. Stup requested input on Planning and Zoning Funding from the Planning Commission for the FY 04 Budget.

The Commission discussed compensation for members to raise the professional status of the Commission. It was felt the issue needed to be brought to the Council's attention but not necessarily implemented in a tight budget year. Councilman Stull, Council Liaison, agreed to bring the issue to the Council's attention.

Carole Larsen reminded the Commission that a revision to the Comprehensive Plan was due in FY 04 in accordance with State Requirements. Funding for advertisement and printing is needed. She will provide some historical data to staff on that cost.
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Public Comment

None

Adjournment

The meeting was adjourned at 9:06 PM.

Respectfully submitted,

Connie Koenig, Secretary
Brunswick Planning Commission